



## Project Completion

### Activities Checklist:

#### As quarantine activities approach conclusion –

- Staff size, and the need for continuing compliance oversight and quarantine enforcement, may alter workloads due to:
  - Changes in the number of treatments
    - Which can increase or decrease depending on harvest schedules which are updated once or twice a month depending on conditions
    - One staff person can handle up to 20 treatments per day, depending on the size of the treated properties (usually only under the auspices of a grove management company that handles numerous properties and is familiar with crop types and acreage)
- Reduction, consolidation or reconfiguration of zones may happen due to workload changes or staffing reductions. This can be a result of decreasing or completed harvests, packing house and/or fruit seller activities
- Packing Houses – oversight must continue
  - Although there may be changes in the number of limited permits issued
  - Quarantine enforcement issues continue up to the end of the project
  - Can shift staff around from treatments to packing house compliance checks or the reverse – packing house crew to treatment monitoring (flexibility is essential here)
- Skeleton project administrative staff must be available to handle remaining:
  - Treatment scheduling
  - Inventory of supplies and equipments
  - Timesheets, paychecks, and personnel tasks

#### When quarantine regulatory activities conclude –

- Prepare an announcement of the conclusion of the quarantine regulations and mail, issue, or distribute to all affected stakeholders: provide a general regulatory end date based on the calculated F3 date; and mention weather irregularities that could modify the end date
- If the geographic scope of the project was very large or there was much publicity surrounding the quarantine, arrange a news media conference to publicize end date information via local newspapers, radio and television stations
- Update the project's Web site with the date of the quarantine's conclusion and the ending of FFHM regulatory restrictions
- Make sure all road signage has been removed at the appropriate time
- Secure all office and field equipment for shipment and/or storage
- Decide who will remain on the project until the final day, and inform the other TDYers, and their homeports, of their travel date of return. Retention on the project should be based on performance, professionalism and need
- Assign specific responsibilities for the project's conclusion to the remaining staff, such as forwarding personnel and computerized project reports and information to appropriate federal or state agencies

#### Project property tasks –

- Departing personnel are relieved of accountable property on loan (based on inventory lists drafted and used for this determination)
- All incidents of missing or damaged property are reported to supervisor on site and investigated
- An inventory is made of all property and



equipment

- Property is packed in boxes and the contents labeled, inventory lists are drafted earlier
  - Arrange transport of these boxes to a storage facility (this can be accomplished in several stages, depending on the need for equipment and supplies as the project reaches conclusion)
  - At debriefing meeting scheduled after project completion, evaluate the usefulness and performance of property items and make recommendations for future projects
  - Inform owners of property, buildings and vehicles which have been leased to the project, of the expected date(s) of return and the conclusion of tenancy or use
  - If needed, schedule closure meetings with the public and related project collaborators and cooperators
  - **As part of the debriefing (previously mentioned), do a close-out survey involving state, federal and county staff and all affected stakeholders, as a critical review of project operations, activities and procedures**
  - **Report on findings and conclusions**
  - **Prepare a final overall project report, including a history, with dates, of each main event (i.e., a detailed chronology)**
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